

Message Text

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PAGE 01 STATE 303725
ORIGIN EA-12

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FM SECSTATE WASHDC
TO AMEMBASSY SINGAPORE

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E.O. 11652: N/A

TAGS: SNAR, OCON, ABUD, SN

SUBJECT: EA NARCOTICS CONFERENCE: ADMINISTRATIVE MATTERS

REF: A) SINGAPORE 4754; B) STATE 249400; C) STATE 283750

1. DEPARTMENT APPRECIATES EMBASSY COOPERATION IN PLANNING SUBJECT CONFERENCE. AGENDA REMAINS AS OUTLINED IN REFTEL (C), WITH EXCEPTION OF MINOR ADJUSTMENT IN LAST DAY'S SCHEDULE (THE VIEW FROM CAPITOL HILL AND DISCUSSION ARE NOW SET FOR 1315-1500). LIST OF WASHINGTON PARTICIPANTS AND WORKSHOP SCHEDULE HAVE BEEN SENT BY SEPTELS.

2. WASHINGTON PARTICIPANTS ARE BEING ADVISED THAT SINGLE ROOMS ARE BEING HELD FOR NIGHTS OF JANUARY 10 THROUGH 13. CONFEREES WITH DIFFERENT SCHEDULES WILL BE RESPONSIBLE FOR INFORMING THE DEPARTMENT AND EMBASSY.

3. FIELD PLANS TO PREPARE THE FOLLOWING MATERIALS FOR THE LIMITED OFFICIAL USE

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CONFERENCE AFTER ARRIVAL AT POST: THE FINAL CONFERENCE AGENDA, FINAL WORKSHOP ASSIGNMENTS, AND A LIST OF ALL PARTICIPANTS WITH HOTEL ROOM ASSIGNMENTS. THESE ITEMS WOULD BE INCLUDED IN A PACKAGE FOR EACH PARTICIPANT ALONG

WITH STANDARD EMBASSY WELCOME KITS. IN ADDITION, THE EMBASSY'S ASSISTANCE IS REQUESTED FOR TWO OTHER MATTERS.

WE WILL NEED APPROXIMATELY 60 NAME TAGS CONSISTING OF PRINTED CARDS INSERTED INTO CLEAR PLASTIC HOLDERS, FOR IDENTIFICATION OF ALL PARTICIPANTS AND ANY OTHERS NEEDING ACCESS TO MEETING ROOMS (SUCH AS PRESS MEMBERS ATTENDING THE OPENING SESSION). IF POSSIBLE, REQUEST THAT YOU HAVE THE INSERT CARDS PREPRINTED WITH THE DEPARTMENT OF STATE SEAL AND THE FOLLOWING LANGUAGE: QUOTE 1978 REGIONAL NARCOTICS CONFERENCE -- SINGAPORE UNQUOTE. IT WOULD ALSO BE HELPFUL TO HAVE SOME POSTERS AND SIGNS TO USE IN IDENTIFYING MEETING ROOMS.

4. ALTHOUGH THERE MAY BE FURTHER REQUIREMENTS, AT THE PRESENT IT APPEARS THAT THE ONLY AUDIOVISUAL EQUIPMENT NEEDED WILL BE A 35 MM SLIDE PROJECTOR FOR THE GOLDEN TRIANGLE SUMMARY THURSDAY MORNING.

5. AS INDICATED BY SEPTTEL, WASHINGTON PARTICIPANTS HAVE BEEN ADVISED OF THE EMBASSY'S LIMITED ADMINISTRATIVE SUPPORT FACILITIES. WE SUGGEST YOU SEND A CABLE TO PARTICIPATING POSTS REITERATING THESE LIMITATIONS. (WE ASSUME THAT ARRIVAL, DEPARTURE AND LOCAL TRANSPORTATION WILL BE AVAILABLE FOR WASHINGTON PRINCIPALS WHO REQUEST SUCH SERVICES.)

6. IT NOW APPEARS WE WILL NEED ONLY SIX SMALL CONFERENCE ROOMS AT THE HOTEL FOR EACH WORKSHOP SESSION (ASSUMING THE LIMITED OFFICIAL USE

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AMBASSADOR'S CONFERENCE ROOM CAN BE USED FOR THE THREE NARCOTICS INTELLIGENCE WORKSHOPS AND A . WEDNESDAY AFTERNOON (1530-1730) BANGKOK-RANGOON MEETING). IN ADDITION TO THE OPENING AND CLOSING SESSIONS, A LARGE MEETING ROOM WILL BE NEEDED ON THURSDAY MORNING (GOLDEN TRIANGLE SUMMARY) AND EARLY FRIDAY AFTERNOON (THE VIEW FROM CAPITOL HILL).

7. AS INDICATED PREVIOUSLY, WE WOULD LIKE THE EMBASSY TO PAY INCIDENTAL EXPENSES, E.G. PAPER, PENCILS, COPYING, MISCELLANEOUS SUPPLIES, ETC., FOR THE CONFERENCE. IN ADDITION THERE WILL BE EXPENSES FOR RENTING CONFERENCE ROOMS, FOR PURCHASE OF MATERIAL FROM LOCAL VENDORS, AND FOR CERTAIN PRINTING REQUIREMENTS. WE WOULD ALSO LIKE THE EMBASSY TO PAY FOR THESE CHARGING ITS S & E PROGRAM ALLOTMENT. THIS IS WITH THE CLEAR UNDERSTANDING, HOWEVER, THAT EA/EX WILL AUGMENT THE ALLOTMENT IN CONNECTION WITH THE NEXT PERIODIC REVIEW OF FINANCIAL PLANS, OR SOONER IF NECESSARY. FOR THIS PURPOSE A REPORT SHOULD BE SUBMITTED TO EA/EX OF THE SPECIAL CONFERENCE COSTS SHORTLY AFTER THE CONFERENCE.

8. OUR TALLY OF PREFERENCES FOR THE FIELD TRIPS INDICATES
OVERSEAS PARTICIPANTS ARE ABOUT EVENLY DIVIDED BETWEEN THE
THREE CHOICES. WITH WASHINGTON CONFEREES INCLUDED, EACH
GROUP SHOULD TOTAL BETWEEN 15 AND 20 PARTICIPANTS. VANCE

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Disposition Date: 22 May 2009
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